

	INSPECTIONS	Operations Order 2.4.00
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1. INSPECTION OF EMPLOYEES

- A. Frequency of Inspections - All supervisors will inspect and evaluate each employee under their supervision at least once a month.
- B. Inspection Procedures
 - (1) Supervisors will inspect employees for preparedness for duty and appearance.
 - (a) General areas for inspection will include:
 - Employee's paperwork
 - Court testimony
 - Employee's uniforms and equipment (assuring all sworn employees have a Class "C" uniform available)
 - Employee's driver license/commission card
 - (b) Inspections may also be conducted on activities specific to the employee's current work assignment.
 - (2) Supervisors will document and advise employees of any discrepancies found during the course of the inspection.
 - Employees will be given a reasonable period of time to correct any discrepancies.
- C. Documentation of Inspections
 - (1) Supervisors will maintain a written record of their observations of each employee.
 - (a) Entries will include the employee's positive traits and any observed shortcomings.
 - (b) These notes should be of sufficient quality and frequency to facilitate the preparation of accurate, detailed performance ratings.
 - (c) Supervisors will meet with each employee under their supervision quarterly to discuss the employee's performance.
 - (2) Supervisor's notes will be inspected at least once a month by the next individual in the employee's chain of command to ensure necessary corrective actions have been taken.

2. OPERATIONAL INSPECTIONS

- A. Bureau/precinct commanders/administrators may designate an individual/s to conduct inspections of operational activities specific to the function of their bureau/precinct.
- B. It will be the responsibility of the bureau/precinct commander/administrators to determine the frequency of these inspections.
- C. Examples of such inspections include but are not limited to:

• Detained Persons Log • Code 7, 10-40, 10-11, and 10-7 times • Security and Control Log for personnel files • Bureau/precinct coffee fund • FI Reports	• Mobile Data Computer (MDC) messages • Citizen's Complaint Log • Undercover funds • Bureau/precinct equipment inventory
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2. D. Patrol sergeants will complete two “Field Assessment” forms each month. These will be assessments of randomly selected Calls for Service to which their officers responded.

3. **SUPERVISORY REVIEW/QUALITY CONTROL OF REPORTS /FORMS**

- A. Supervisors will review and approve all designated reports/forms in the Field Based Reporting (FBR) that are completed by employees under their supervision or employees not under their direct supervision as dictated by resource necessity.

- (1) Reports/forms will be reviewed for:

- Completeness, accuracy, timeliness, and quality.
- Adherence to policy, investigative techniques, and final disposition.

- (2) Incident Reports (IRs) and Incident Supplements will also be reviewed to ensure the supporting criteria of the actual incident under investigation is correctly listed.

- B. Supervisors will refer to [Operations Order 5.7.00, Reports](#), for reporting guidelines and report/form review and approval timelines.

- C. Supervisors will generate an Incomplete/Missing FBR report weekly to ensure completion of FBR forms/reports.

Last Organizational Review: